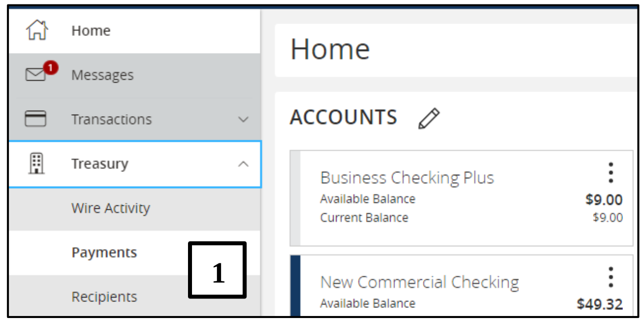
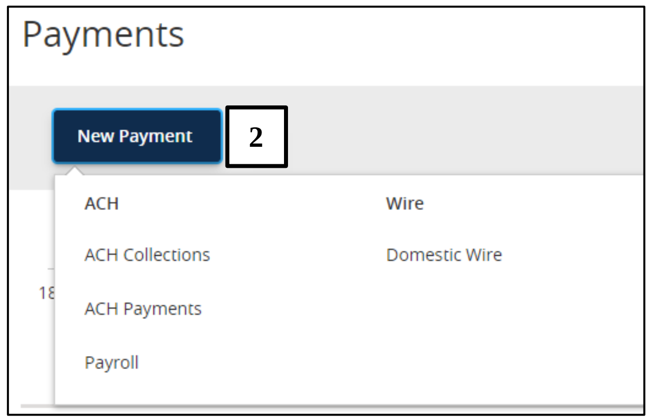
1. Select the **Treasury** menu and then select **Payments.**



2. Select the desires transaction type within the **New Payment** drop down menu.

3. Select the desired **ACH Class Code.**

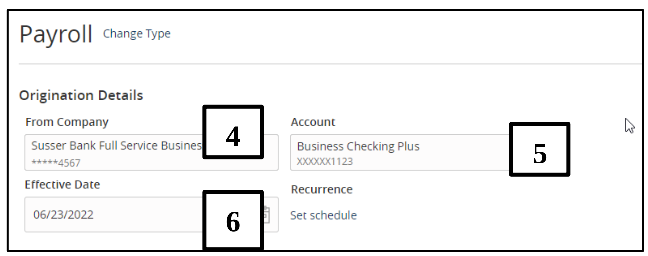


Please note, payroll transactions will automatically default to an ACH class code of PPD.

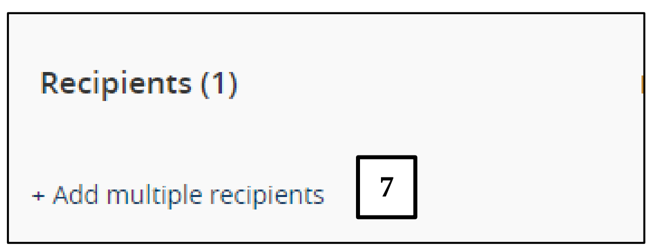
4. Select the **From Company.**

5. Select the offset **Account**.

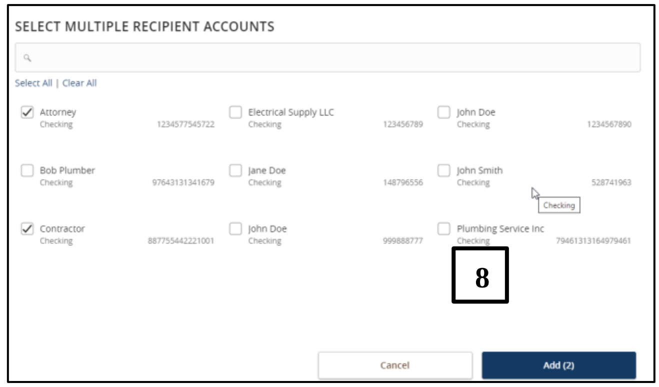
6. Select the **Effective Date.**



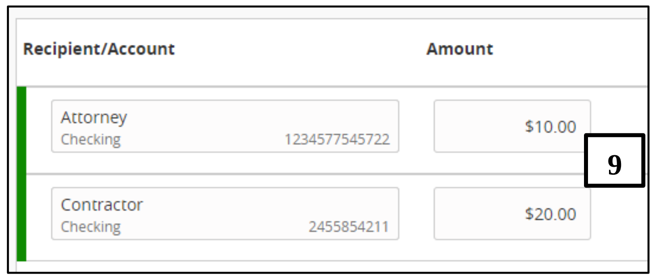
7. Click the **+Add multiple recipients** link to select multiple recipients at one time.



8. Select the desired recipients and click **Add** when done.



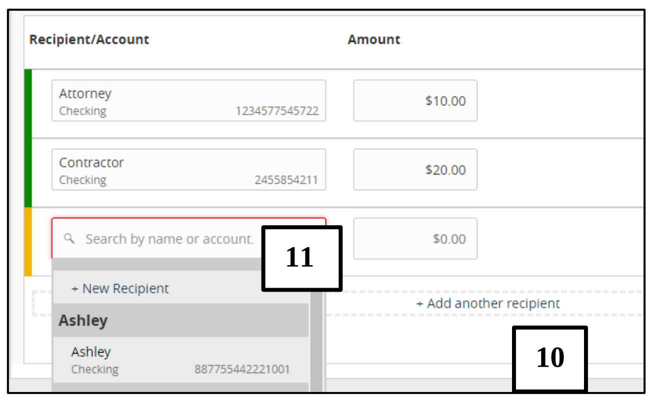
9. Enter a **dollar** amount for each linked recipient.



10. Click the **+Add another recipient** link to add an individual / account.

11. Select an **existing recipient** from the drop-down menu or select **+New Recipient** to create a new recipient.

Reference the *Recipient Management* setup document for information regarding the setup of a new recipient.



12. Review the information on the screen for accuracy and then select **Approve** to authorize the payment(s) or **Draft** to only draft the transaction(s).